

## JOB DESCRIPTION

<b>SCHOOLS: Generic</b>		<b>Is this description a generic JD?</b> Yes
<b>GRADE:</b>		<b>JEM Reference No:</b> 01-220 <b>Enhanced DBS Required?</b> Yes
<b>JOB TITLE:</b> Site Manager – Secondary (No Staff Supervision)		
<b>REPORTS TO:</b> Headteacher (or other designated member of staff)		
<b>1. PURPOSE OF JOB:</b>	<p>To provide an on site service including security of the premises and its contents, heating and lighting of the premises, portage and minor maintenance repairs. Manage a maintenance and repair budget, obtaining quotations for goods and services as necessary. Ensure that the Headteacher is fully informed on all matters relating to the premises. Carry out safety checks as required ensuring adequate records are maintained. Assist in maintaining the asset management plan.</p>	
<b>2. MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b>		
i.	<p>To be responsible for the security of the premises and its contents, routine and non-routine (e.g. emergencies) opening and closing of the premises. To report to the head of the establishment trespass, theft or unauthorized parking vehicles on the premises. To be named key-holder and first contact for police in the event of any incidents on the premises. In consultation with Headteacher and in accordance with Data Protection Act assist police seeking information.</p>	
	<p>ii To be responsible for the regular checking and testing of the fire alarm warning system sounders in line with Lincolnshire County Council guidance contained in the Health and Safety manual, recording the event and any issues arising. Checking and testing battery banks for emergency lights where relevant. Regular checking and recording the condition and safety of tools and equipment in line with the Provision and Use of Work Equipment Regulations</p>	
	<p>iii To be responsible for energy management, ensuring the efficient running of the heating, electrical, gas and water systems within the school including any necessary frost precautions. Monitoring consumption of these services. To report system failures in accordance with school procedures. Ensure the satisfactory maintenance/repair of equipment and that where applicable adequate stocks of fuel are maintained. To carry out regular inspection of ancillary equipment (e.g. pumps in areas of flooding). Where applicable to operate plant and equipment for swimming pools including attention to water heating and treatment and cleaning as described.</p>	
	<p>iv Order consumables in accordance with schools procedure. To manage a small repairs and maintenance budget as directed by the Headteacher,</p>	

	<p>obtaining quotations for goods and services as necessary in consultation with the Headteacher (or other designated person).</p> <p>v To ensure that all cleaning equipment/materials are maintained in a clean, safe and efficient working condition and be responsible for the security, of equipment and cleaning materials. To ensure that all hard play areas, paths and drives remain free from litter and any hazardous materials and that all drains and gullies are free flowing and clean. To clear pathways of snow and apply salt when required and record this action. As agreed with line manager if required to be responsible for the cleaning of a specified area in accordance with the County Council's standards and methods.</p> <p>vi To ensure that adequate supplies of caretaking stores are maintained and records kept. To receive deliveries of stores, materials and other goods delivered to the school and arrange storage</p> <p>vii To carry out minor repairs and where necessary report to the appropriate officer those which require the attention of outside contractors. To admit contractor's employees to premises and direct them to their job location, overseeing contractors work being carried out on the premises.</p> <p>viii Liaise with the head of establishment regarding private contract cleaning, ensure contract cleaning has been carried out satisfactorily, if necessary pursue appropriate rectification procedures.</p> <p>ix To deal with lettings as agreed with the head of establishment and submit claims as appropriate</p>
<b>3.</b>	<p><b>MANAGEMENT OF PEOPLE</b></p> <p>None</p> <p><b>SUPERVISION OF PEOPLE</b></p> <p>None</p>
<b>4.</b>	<p><b>CREATIVITY AND INNOVATION</b></p> <p>The postholder may be required to re-schedule work where\when necessary in order to fit within the school working day. May be required to organize work around contractors visiting the school.</p>
<b>5.</b>	<p><b>CONTACTS AND RELATIONSHIPS</b></p> <p>Contact with Line Manager</p> <p>Day to day contact with other employees at the school</p> <p>School Governors</p> <p>Contact with members of the public regarding school lettings</p> <p>Day to day contact with students</p> <p>Regular contact with contractors, overseeing work carried out on site</p>
<b>6.</b>	<b>DECISIONS</b>

	<p><b>a) Discretion</b></p> <p>The postholder may have a wide range of choices within a programme of work, advice may not always be available, but work is carried out within a variety of procedures and policies.</p>
	<p><b>b) Consequences</b></p> <p>Impact on the school would be quickly identified and easily remedied e.g. security or cleanliness of premises</p>
<b>7. RESOURCES</b>	<p>Cleaning equipment and materials, machinery, power tools, ladders, floor care equipment, ride on mowers.</p> <p>May be required to be a key-holder.</p>
<b>8. WORK ENVIRONMENT</b>	<p><b>a) Work Demands</b></p> <p>The postholder may be asked to carry out a number of tasks and conflicting priorities, however, this does not impact on the overall programme of work.</p> <p><b>b) Physical Demands</b></p> <p>Physical effort necessary associated with working at heights, use of equipment, bending, moving and handling e.g. taking in stock, lifting, pushing use of buffer, moving chairs etc.</p> <p><b>c) Working Conditions</b></p> <p>Some lone working may be necessary. Possible exposure to human waste or other bodily fluids. Exposure to normal levels of dust found within a school environment. Some working outside on school premises.</p> <p><b>d) Work Context</b></p> <p>Post holder will be at some risk working with cleaning chemicals and equipment, may be at risk of abuse and aggression from trespassers, children, parents and carers.</p>
<b>9. KNOWLEDGE AND SKILLS</b>	<p>Have a clear understanding of the cleaning standards required by the School in accordance with Lincolnshire County Council specification.</p> <p>The post holder must have in depth understanding of Health and Safety contained in the Guidance Booklet for Caretakers and Cleaners. Safe working methods to be used in accordance with COSHH assessments for hazardous substances.</p> <p>Understanding the Provision and Use of Work Equipment Regulations</p>

	Knowledge of intruder alarms/cctv and heating systems.					
<b>1 0</b>	<b>GENERAL</b>					
<b>Job Evaluation</b> - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.						
<b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.						
<b>Equal Opportunities</b> - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.						
<b>Health and Safety</b> - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.						
<b>Safeguarding</b> - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.						
	Name:	Signature:	Date:			
Job Description written by: [Manager]	..... .	.....	..... ..			
Job Description agreed by: [Postholder]	.....	.....	..... ..			
			V5			